

MINUTES
POLICE AND FIRE COMMISSION
Thursday, March 7, 2013
City Hall, Room 310
5:00 PM

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Jim Coates, Lanny Schimmel, Elizabeth Kostichka

OTHERS PRESENT: Police Chief Tom Molitor, Interim Fire Chief Mike Nieft, Battalion Chief Steve Sellin, HR Operations Manager Melanie Falk & WTAQ Reporter Terry Lee

The meeting was called to order at 5:00 pm by Commission President Rod Goldhahn. Roll call was taken as noted above.

1. Approval of the minutes from the regular meeting of the Police and Fire Commission held February 7, 2013.

Motion made by Comm. Schimmel, second by Comm. Kostichka to approve the minutes of the February 7, 2013 meeting as submitted. Motion carried.

2. President's Report.

Comm. Goldhahn reported that he and Comm. Nelson met with the Personnel Committee at their last meeting and responded to a question concerning the Assistant Chief and Interim Chief positions in the event of a vacancy. Comm. Goldhahn stated that he shared with the Personnel Committee the difference between an emergency situation, which is addressed in the job description for the Assistant Chief, and this particular case where it was appropriate to make an interim appointment. The other update he reported was that Commissioners would only have to show their ID at the police department in order to attend promotion ceremonies, etc.

3. Communications.

A. Budget Status Report

B. Budget Spreadsheet

Comm. Goldhahn noted that about 11% of the 2013 budget has been spent, primarily on recruiting. A motion was made by Comm. Schimmel with a second by Comm. Coates to approve the communications. The motion carried.

4. Request to Approve Police Department Promotional Lists

A. Police Lieutenant

B. Police Captain

The Commissioners reviewed the memos provided, starting with the request to add the names of Tom Buchman and Brad Strouf to the Lieutenant Promotional List. Comm. Nelson made a motion to approve the Police Lieutenant Promotional List with a second by Comm. Kostichka. Motion carried.

Comm. Goldhahn referred next to the Promotional List for Captains that included the names of Lt. Keith Knoebel, Lt. John Laux, Lt. Jeremy Muraski and Lt. Kevin Warych. Comm. Goldhahn asked if the list was in alphabetic order or in scoring order and the Chief responded that it was alphabetical. Comm. Coates made a motion to approve the Police Captain Promotional List with a second by Comm. Schimmel. Motion carried.

5. Report from the Chiefs.

Chief Molitor reported that the feedback from the revised Police Captain promotional process this year was positive. Comm. Nelson asked how many officers took part in the process and the Chief answered five (5) with four (4) being placed on the list. Chief Molitor commented briefly on the three (3) candidates, Muraski (Captain), Buchman and Strouf (Lieutenants) who will be promoted on Monday, March 11, 2013. He invited the Commissioners to attend the swearing in ceremony at 9:00 am at the Police Department.

The Chief stated that the department is continuing in their efforts to train their officers in Problem Oriented Policing and they are bringing in an instructor to train them in analysis. They also have a diversity training coming up with the same instructor from Franklin Covey. The Chief said that he will have a report on the problem solving efforts for the Commissioners after the end of the first quarter. The 2012 crime statistics are also in and he will get the Commissioners a copy for the next meeting. Robberies and burglaries are up and Chief Molitor feels this is a direct result of the emergence of heroin in our neighborhoods. The Chief will be meeting with members of the Chamber of Commerce and District Attorney's office to form a steering committee. He met with the Mayor and Council President today and they are interested in getting something going at a county level. The biggest gap is in the treatment and how the treatment is delivered. There is currently a nonprofit group called Qualm that offers methadone treatment. The Chief has also been researching what other countries are doing. There being no questions for Chief Molitor, he left at this time.

Interim Chief Niefert reported that the Battalion Chief promotional process went quite well. They had seven (7) candidates that took part and three (3) candidates were placed on the list. He thanked Commissioners Goldhahn and Nelson for attending. The Chief thought the interview portion was vital to the process and allowed the candidates to show that they understood the direction the department wants to go. The Chief stated that April 2nd will be the beginning of the Recruit Academy and they have a new training Captain this year. The on-duty Battalion Chiefs will be supporting the training Captain by stopping in every day to help evaluate the recruits. Chief Niefert will let the Commissioners know when the last day of the academy is so that they can attend along with the families of the recruits.

The remodeling and relocation of the Battalion Chiefs' office at Station #1 is complete. The classroom is up and running and they are getting good comments from the instructors who feel that the training is more effective. The Chief invited the Commissioners to stop in and see what they have done.

On February 22 a drill was conducted at the Emergency Operations Center (EOC) on Curry Lane. The drill was held for two (2) reasons, the first being that as EOC Manager, the Chief must hold one or two of them a year. Secondly, after the water main break in

December 2012 they realized that there were some communications issues. There were several new employees in key positions at the time of the incident so they recreated an incident and had senior management present. They wanted everyone to understand what their roll was in the case of an emergency and the Chief updated the plan and sent out new copies to everyone.

6. Fire Chief Recruitment Update.

Melanie Falk reported that Human Resources has been advertising this position for about seven (7) weeks. In addition to the advertisements that were placed on approved websites and other sources, Human Resources also did some direct recruiting. A recruitment brochure and the job description were mailed to about sixty (60) Chiefs and/or Fire departments of cities in the midwestern states with populations of 50,000 or more. The advertising notice stated that we will recruit until filled, but also states that the initial screenings would begin on March 8th. Melanie stated that Human Resources has received 31 applications and she recommends that they take the next step which is screening the applications. If the Commissioners wish, this recruitment can be handled in the same manner as the Police Chief recruitment, and the Commissioners can be given access to the applications. They will be notified of new applications as they are received, and at the April meeting candidates could be selected for interviews. Comm. Goldhahn commented that this process worked very well with the last recruitment. There were no further questions or comments.

7. Approval of the Fire Department Battalion Chief Promotional List.

Chief Nieft requested that the Commission place the names of Chris Ehmann, Steve Sellin and Drew Spielman on the Promotional List for Battalion Chief. Comm. Schimmel made a motion to approve the list with a second by Comm. Coates. Motion carried.

8. Approval of Fire Department Promotions.

Chief Nieft explained that the promotions were due to the retirement of Battalion Chief Thomas Atkinson. Comm. Schimmel made a motion with a second by Comm. Nelson to approve the following promotions:

- Promotion of Lieutenant Steve Sellin to Battalion Chief, effective February 19, 2013.
- Promotion of Engineer Bernie Carwardine to Lieutenant, effective February 19, 2013.
- Promotion of Firefighter Shawn McDonough to Engineer, effective February 19, 2013.

Chief Nieft then introduced Battalion Chief Sellin to the Commissioners. There was a short discussion of the testing that took place in the Battalion Chief process.

9. Voluntary removal of Fire Fighter candidate.

Comm. Goldhahn referred to the memo recommending the voluntary removal of Fire Fighter Eligibility candidate Kyle Homan. Comm. Nelson made a motion to accept the recommendation with a second by Comm. Kostichka. Motion carried.

10. Review of Fire Fighter candidates. (Closed Session)

Comm. Goldhahn read the closed session statement. Comm. Coates made a motion to go into closed session with a second by Comm. Schimmel.

A motion was made by Comm. Coates with a second by Comm. Kostichka to return to open session. Out of closed session Comm. Goldhahn reported that the Commission had reviewed the candidates and placed three (3) on the eligibility list: Joseph Fredrickson, Shauna Wachholz and Nicholas Ott.

11. Bills.

- a. Daily Dispatch \$475.00**
- b. Penton Media \$300.00**
- c. Jobtarget/International Association of Fire Chiefs \$375.00**
- d. Jobtarget/Firefighter Nation \$150.00**
- e. Jobtarget/GovtJobs \$150.00**
- f. Firehouse \$650.00**
- g. Psychological Consultants \$450.00**
- h. Psychological Consultants \$450.00**
- i. Gannett WI Media \$88.64**
- j. Prevea Health \$105.00**
- k. Prevea Health \$1,327.50**
- l. Minnesota State Fire Chief Association \$85.00**
- m. State Employment Relations \$135.00**
- n. PEI \$750.00**
- o. Psychological Consultants \$550.00**

Comm. Coates made a motion to approve the bills with a second by Comm. Nelson. There was no further discussion and the motion carried.

12. Set date of next meeting.

The regularly scheduled meeting of the Police and Fire Commission is scheduled for Thursday, April 4, 2013 at 5:00 pm in room 310 of City Hall. Interviews for Police Patrol candidates will begin next Tuesday, March 12, 2013.

There being no further business, a motion was made by Comm. Schimmel to adjourn. Motion was seconded by Comm. Coates. Motion carried and the meeting was adjourned at 5:40 pm.

Respectfully submitted,

Lola Becker, Recording Secretary

APPROVED: _____
Rod Goldhahn, President